



Job Hazards Analysis @ a glance

Revision 1, December 2008

Do you know who and what authorizes you to start work?

Access the JHA System:

<https://ehswprod.lbl.gov/ehstraining/jha/login.aspx>

Who is the **Principle Investigator** of the project you are supporting?

Who is your **Supervisor?**

Do you know who the **Work Lead** is or who is the **Lab space Lead PI?**

(You must know the answers to these questions before you begin work at LBNL. If you have further questions, contact the ESD Safety Coordinator, Vivi Fissekidou (VAFissekidou@lbl.gov, x5610).

What is a Job Hazards Analysis (JHA)? The Job Hazards Analysis (JHA) process provides a documented mechanism to answer the question “How do I know that I’m doing my job safely?” The JHA provides a work hazard and control description (called the *Hazards Profile*) and a *Work Authorization* for anyone working at LBNL. **The purpose of the JHA is to provide Line Management a tool to authorize work.** (Discuss other tools for authorizing work with your Supervisor, the Safety Coordinator, and other Subject Matter Experts from EH&S.)

Why do we have to do it? Federal law requires, that all staff, participating guests, visitors, and others who perform work at, or for, LBNL receive appropriate training necessary to protect their health and perform work in a safe and environmentally sound manner. The JHA is one of the tools LBNL uses to meet this responsibility.

When do I have to do them? Workers and their Supervisors will complete the JHA process when they are first employed and will review their Hazards Profiles annually thereafter, as well as whenever they change jobs or whenever their job scope changes significantly.

How do I complete a JHA? The JHA process consists of 3 overall steps.

1. All workers (staff, participating guests, visitors—anyone doing “hands on” work) will create a new or modify an existing JHA by responding to the questionnaire, selecting the appropriate [work groups](#), and evaluating the associated tasks and hazards with their Supervisor/[Work Lead](#).
2. Supervisor/[Work Lead](#) reviews and discusses with the worker their JHA Hazards profile and can modify a particular work group task as necessary and sign off on the JHA.
3. The worker will then review the JHA returned to them and will sign off.

Completion of the **JHA process also documents that LBNL has met its responsibility** for informing Workers of hazards and for protecting them.

What does it mean when my JHA is signed/approved?

The Supervisor/Work Lead’s signature confirms that all hazards have been identified for the worker, that appropriate controls for performing the work have been identified, and as soon as the controls have been implemented (completion of training, PPE, AHD’s, etc.) then work may safely proceed. The Worker’s signature indicates that he/she has reviewed the analysis of the work, and that he/she understands the applicable safety requirements (controls) stated on the *Work Authorization* (the JHA).



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ON-LINE RESOURCES

- JHA FAQ (<http://www.lbl.gov/ehs/jha/jhaqa.shtml>)
- SJHA: Non-Construction Safety Assurance For Subcontractors, Vendors and Guests at LBNL Facilities—for on-site hands on work (<http://www.lbl.gov/ehs/ssa/nssa/index.shtml>)
- PUB-3000, *Health And Safety Manual*
 - Chapter 32, Job Hazards Analysis (<http://www.lbl.gov/ehs/pub3000/CH32.html>)
 - Chapter 6, Safe Work Authorizations (<http://www.lbl.gov/ehs/pub3000/CH06.html>)
- PUB-3140, *Integrated Environment, Health and Safety Management Plan: Integrated Safety Management (ISM) System* (http://www.lbl.gov/ehs/ism/ism_06.pdf)